

County of Sullivan, NH

Type of meeting: Board of Commissioners – Public Business Meeting
Minutes

Date/Time: Tuesday, October 9, 2012; 3:00 PM

Place: Newport, NH – Remington Woodhull County Complex,
Administration Building, 14 Main Street, 1st Floor,
Commissioners Conference Room

Attendees: Commissioners Jeffrey Barrette – Vice Chair and John M.
Callum Jr. – Clerk, Greg Chanis – County Administrator, Marc
Hathaway – County Attorney (arrived later in meeting), Justin
Hersh – Assistant County Attorney (arrived later in meeting),
and Sharon Callum – Administrative Assistant / Grant
Coordinator. **Absent from meeting:** Commissioner Bennie
Nelson.

Public Attendees: Archie Mountain – Eagle Times Staff Reporter and Charlene
Lovett – State County Delegate.

3:05 The Vice Chair, Jeffrey Barrette, opened the meeting and led all the *Pledge of Allegiance*.

Agenda Item No. 2. County Administrator's Report, Greg Chanis

Agenda Item No. 2.a. FY '13 Budget Updates

Mr. Chanis noted there were no updates at this time.

Agenda Item No. 2.b. Biomass Chip Project Update

Mr. Chanis attended the PA Biomass Energy Association First Annual Conference October 2-3 in Harrisburg PA, where he spoke about the County's biomass project – great conference. The biomass project contracts are officially in the hands of the USDA in Concord - a copy is being sent to Washington DC, to confirm approval.

Agenda Item No. 2.c. Lake Sunapee Bank (LSB) CD for Capital Reserve Fund:
Corporate Resolution

Mr. Chanis noted the County Treasurer is opening a Certificate of Deposit (CD) at the Lake Sunapee Bank for the Capital Reserve Fund for \$477,009 [approved by the Delegation]; the annual interest rate is .50%; it is a one year CD; this action requires a *Corporate Authorization Resolution*. The Commissioners reviewed the *Corporate Authorization* and *Certificate of Deposit* documents [on file at Commissioners Office].

3:10 Motion: to authorize the Clerk/Secretary to sign the Corporate Authorization form [for the \$477,009 CD @ LSB]. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor. Commissioner Callum Jr. signed the form as Secretary, Barrette signed as Attesting Officer.

Agenda Item No. 1. County Attorney's Office: Introductions to Justin Hersh, Assistant County Attorney

3:10 PM Mr. Hathaway and Mr. Hersh entered the room. Mr. Hersh was introduced to all; he has been working with the County Attorney since December 1, 2011. Mr. Hathaway noted Mr. Hersh has been an asset to his office and the County. Mr. Hersh noted he looks forward to his continued work with law enforcement and County.

3:14 Both Mr. Hathaway and Mr. Hersh left the room.

Agenda Item No. 2.d. NHAC Notices: Executive Committee Meetings & Summary of NIC Report

Mr. Chanis discussed a notice announcing the following upcoming NHAC meetings:

1. Tues. Oct. 23rd 8:30 a.m. – NHAC Annual Business Meeting: vote on proposed amendments to the NHAC By-laws, and
2. Tues. Oct. 23rd – immediately following – NHAC Executive Committee: Election of NHAC representative to the NACo Board of Directors (1 year).

Mr. Chanis noted NHAC also forwarded a summary report of the National Institute of Corrections consultants who reviewed the NH correctional programming [Appendix A.1-4].

Non Agenda Item UNH Cooperative Extension MOU Invitation

The Board reviewed an invitation [Appendix B] from Sue Unsworth, Chair of the Sullivan County UNH Cooperative Extension Advisory Council, inviting them to attend a celebration of the MOU between Sullivan County & UNH Cooperative Extension, scheduled for 1PM on Mon. Oct 22nd at the NHAC conference.

Agenda Item No.3. Commissioners' Report

Commissioner Barrette attended the Claremont Chili Cook-Off as a vendor for his business and while there was visited by a person he knew whose mother is at the Sullivan County Health Care facility as a resident – the man indicated his mother transferred from the Earle Bourdon Center to the facility recently, enjoy the facility, and was actively recruiting her friends to join her there.

Commissioner Barrette attended the pre-construction meeting Monday at the Unity Complex; met people from Woodard & Curran – design/engineers for the biomass project; the meeting room was packed with people - he was impressed by the collaboration. Mr. Chanis noted they gathered to discuss the project and decide on two items: 1) the footprint of the building and wood chip storage space, and 2) type of steam turbine and size; they now await draft plans; they also discussed how to integrate an educational process into the project - may work with ANTIOCH to develop educational materials that includes: signage and modified catwalks that allow visitors to look down into boiler room without adding a 'ton' of cost; there is a teacher at the Unity Elementary School who spoke to the County's Facility Director

about a recent workshop she attended on biomass; plus, the Director has spoken to the local technical school.

Agenda Item No. 4. Public Participation

Rep. Lovett noted the biomass project is a great opportunity to showcase the technical aspect applied and how it could be incorporated into renovations of buildings in Claremont. Comm. Callum Jr. noted he feels the biggest thing to get out of educational component: getting teachers involved and having them understand there are other things other than computers to use.

Non Agenda Item NACo Prescription Discount Program

Ms. Callum drew the Commissioners attention to an Oct. 9th 12:26 email from NACo Executive Director Matthew Chase regarding the Prescription Discount Program [Appendix C]. The Board, County Administrator and Mr. Mountain requested program statistics and card information. Ms. Callum noted the cards can be used by anyone: no age or income limitations, cannot be used in collaboration with any other type of prescription coverage – only use if you don't have coverage, and they are available at all County offices, town municipalities, welfare offices, senior centers, and Valley Regional Hospital; the SCHC Community Development Coordinator – Tammy Lallo has distributed at various places including physician offices, New London hospital. Ms. Callum will add the data / statistics to the next agenda, and will share information with Mr. Mountain.

Non Agenda Item County Timber Sale

Mr. Chanis noted the County recently received a check from New England Forestry for approximately \$6,200 representing the overage from the timber harvest; the cost for tree marking for the next sale was deducted from the revenues before they sent the check to the County.

Agenda Item No. 5. Meeting Minutes Review

Agenda Item No. 5.a-e Executive Session Minutes – Probable Litigation Issue

The County Administrator recommended tabling the minutes until the matter is resolved.

Agenda Item No. 5.f Sep. 25th, 3:00 PM Public Meeting Minutes

**3:34 Motion: to accept the minutes as written [for Sept 25th 2:30 meeting].
Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.**

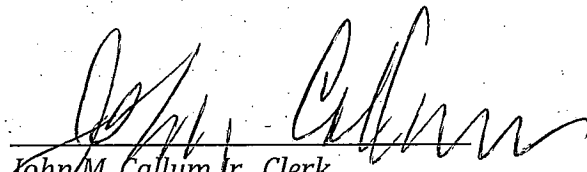
Agenda Item No. 5.g Sep. 25th, 3:26 PM Executive Session Meeting Minutes

3:37 Motion: to accept and release the confidential County Administrator's performance evaluation [9/25/12 3:26 Executive Session] minutes. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

Rep. Lovett asked if the County could make an initiative to brief seniors at the Earle Bourdon Center about County services – i.e. nursing home; biomass project, noting, not only do they vote, but it's good to have them informed. Commissioner Barrette confirmed Tammy Lallo [Sullivan County Health Care Community Development Coordinator] visits senior centers to discuss services and the County attended a Claremont Senior Congress meeting last year; he'll follow up with an invite to the complex or schedule another informational discussion.

3:46 Motion: to adjourn. Made by: Barrette. Seconded by: Callum Jr.
Voice vote: All in favor.

Respectfully submitted,


John M. Callum Jr., Clerk
Board of Commissioners

JMC/sjc

Date minutes approved:

10/30/12



Tuesday October 9th, 2012

Sullivan County NH, Board of Commissioners

Business Meeting

AGENDA - Revised

Location: Newport Remington Woodhull County Complex
14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:05 PM | 1. | County Attorney's Office: Introductions to Justin Hersh County Attorney Assistant |
| 3:05 PM – 3:25 PM | 2. | County Administrator's Report, <i>Greg Chanis</i> <ul style="list-style-type: none">a. FY13 Budget Updatesb. Biomass Chip Project Updatec. Lake Sunapee Bank CD for Capital Reserve Fund: Corporate Resolutiond. NHAC Notices: Executive Committee Meetings & Summary of NIC Reporte. Any other old or new business |
| 3:25 PM – 3:40 PM | 3. | Commissioners' Report <ul style="list-style-type: none">a. Old Businessb. New Business |
| 3:40 PM – 3:55 PM | 4. | Public Participation |
| 3:55 PM – 4:00 PM | 5. | Meeting Minutes Review <ul style="list-style-type: none">a. Jul. 19th, 4:30PM Exec. Session Minutesb. Jul. 24th, 3:46PM Exec. Session Minutesc. Aug. 7th, 4:02PM Exec. Session Minutesd. Aug. 21st, 4:41PM Exec. Session Minutese. Aug. 28th, 4:00PM Exec. Session Minutesf. Sep. 25th, 3:00 PM Public Meeting Minutesg. Sep. 25th, 3:26PM Exec. Session Minutes |
| 4:00 PM | 6. | Adjourn meeting |



Upcoming Events / Meetings:

- **Oct 8th Mon.** **Newport County-State Complex Closed**
- **Oct 9th Tue.** **County Board of Commissioners Meeting**
 - **Time:** **3 PM**
 - **Place:** Newport, 14 Main Street, Commissioners Office
- **Oct 9th Tue.** **UNHCE Advisory Board Meeting**
 - **Time:** **6 PM**
 - **Place:** Newport, 14 Main Street, Commissioners Office
- **Oct 22nd Mon. – Oct 24th Wed.**
 - **NHAC 2012 Conference & Trade Show**
- **Oct 30th Tue.** **County Board of Commissioners Meeting**
 - **Time:** **3 PM**
 - **Place:** Unity, 5 Nursing Home Drive, Sullivan County Health Care Facility, Frank Smith Living Room

Sharon Callum

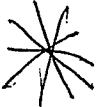
From: Andrew Goldschmidt <agoldschmidt@naco.org>
Sent: Tuesday, October 09, 2012 12:26 PM
To: commissioners@sullivancountynh.gov
Subject: Message from NACo Executive Director Matt Chase concerning the Prescription Discount Card Program

Having trouble viewing this email? [click here](#)

Dear John:

Thank you for being a member county of NACo and for your participation in the NACo Prescription Discount Card Program. The program has become one of the largest in the country saving \$500 million in more than 1,400 counties. I am extremely proud that through our partnership with you and other county officials, more than 39 million prescriptions have been filled helping county residents nationwide purchase vitally needed medications.

NACo has worked hard to enhance the program by adding more resources such as direct placement of materials with your county's agencies and pharmacies. We even have the ability to generate press releases for you and place them with your local press. Earlier this year, NACo added a marketing reimbursement fee option that allows participating counties to choose to receive a \$1 on every prescription when the card gives the best price. These are just a sample of the additional resources we have added.



Although our program continues to be a phenomenal success story, I am reaching out to you today to ask for your feedback. We communicate regularly with your county's point person who administers the program on a day-to-day basis. But I want to hear from you. What do you think about the program? How can we help the program grow in your county and help more of your constituents? Any thoughts you have will help us to make the program even better. Please simply reply to this email to reach Andrew Goldschmidt, Director, Membership Marketing or he can be reached toll free at 1-888-407-6226 ext. 221.

I look forward to receiving your ideas and suggestions!

Sincerely,

Matthew D. Chase
Executive Director
mchase@naco.org
1-888-407-6226 ext. 201

Click [here](#) to unsubscribe

Sharon Callum

From: Betsy Miller <bmillier@nhcounties.org>
Sent: Friday, October 05, 2012 1:38 PM
To: Aaron Patt; Asha Kenney; Ben Nelson; Betsy Miller; Bing Judd; Bob Watson; Bronwyn Asplund-Walsh; Carol Holden; Catherine Cheney; David Sorensen; Don Stritch; Ed Philpot; George Maglaras; Jack Pratt; Jeff Barrett; John Callum; John Thomas; Katharin Pratt; Liz Blanchard; Maureen Barrows; Mike Cryans; Omer Ahern; Paul Grenier; Peggy Danis; Peter Spaulding; Ray Burton; Roger Zerba; Sandra Ziehm; Steve Nedeau; Thomas Brady; Toni Pappas
Cc: Bruce Pelkie; Craig Hamelin; Cunningham, Ross; Dan Ward; David Dionne; Johnson, Jason; Libby, Glenn; Ray Bower; Steve Church; Van Wickler; White, Ron
Subject: Summary of the Report on the NHAC Corrections Academy & Certification programs
Attachments: SUMMARY OF the NATIONAL INSTITUTE OF CORRECTIONS.docx

Commissioners:

Here's a summary of the report submitted by the NIC consultant who reviewed our programming at no cost to our Association. The report will be posted on the NHAC website in the Members Only section.

The recommendations included will be discussed and worked on by the Superintendents Affiliate over the course of the next weeks and months. **There is a lot of good information in the report which we will use to update and perfect our work in order to reduce risk exposure for all counties!**

Please let me know if you have any questions or comments.

Betsy

Betsy B. Miller
Executive Director/Government Relations Counsel
NH Association of Counties
46 Donovan St., Suite 2
Concord, NH 03301
603-224-9222 (office)
603-491-2058 (cell)
bmillier@nhcounties.org

**BRIEF SUMMARY OF the NATIONAL INSTITUTE OF CORRECTIONS (NIC) REPORT****and recommendations:****Corrections Officer Certification/Decertification Standards Review
Corrections Academy Curriculum Review****The Report states:**

"The NHAC sponsors a basic corrections academy as a prerequisite to certification as a NH county corrections officer. Critical to NHAC's success in fostering well-trained corrections professionals and minimizing liability associated with inadequate and/or disparate training, the basic corrections academy training curriculum must be designed, implemented and managed in a manner that reflects current applicable laws, case law and professional standards, evidence-based correctional practices, and learner focused teaching methods, and addresses NH's distinct training needs. *Positive risk management practices suggest that training for all county corrections officers be consistent and uniform, which will necessitate that a single NHAC basic corrections academy training curriculum be implemented, regardless of delivery location. Absent a single-source (NHAC) curriculum, agencies' risk exposure increases substantially.*"

The NIC technical advisor, Cheryl Gallant, surveyed all 10 county superintendents (100% participated – statistically a very high rate) and also reviewed state laws and rules, curriculum for state and county corrections academies, NHAC Academy lesson plans, job descriptions, certification and decertifications processes statewide. She also contacted other programs for county corrections training in states with similarities to NH.

There are areas the counties should address relating to training.

- To be legally defensible training must meet certain criteria and be accountable.
- Assessment of the adequacy of training in certain areas identified by superintendents.
- Establishment of a uniform lesson plan format which all plans will be developed.
- Evaluation of current lesson plans and a critical examination of current curriculum to see if it meets NH jail needs.
- Development of a formal training curriculum maintenance system (audit and reviews).
- Strengthening of training selections and minimum qualification standards for trainers.
- Designation of a coordinator who will: implement training curriculum; research and recommend revisions to the curriculum (national and state changes); coordinate, facilitate and evaluate on site; maintain and follow up on training records; maintain lesson plans and training resources.



The administrative rules relating to the certification process need revision, including definitions and clarifications. They should be reviewed for inconsistencies, ambiguities, vagueness, enforceability, etc. The following should be considered for inclusion:

- Minimum employment standards
- Corrections Officer Code of Conduct
- Pre-Academy requirements
- Basic Corrections Academy
- Post-Academy requirements
- Certifications – initial, continuing and reinstatement
- Decertification

The recommendations issued by NIC are extremely helpful in any future endeavors by NHAC to pursue improving the academy training and certification programs in order to establish the uniformity and accountability necessary to reduce risk exposure on the part of county corrections and county government as a whole.

SULLIVAN COUNTY
24 Main Street
Newport, NH 03773
(603) 863-9200
Fax (603) 863-4730
ext. 863-4730
unh.edu



Appendix B
UNIVERSITY of NEW HAMPSHIRE
COOPERATIVE EXTENSION

County Offices

Belknap County
527-5475

Carroll County
447-3834

Cheshire County
352-4550

Cook County
788-4961

Grafton County
787-6944

Hillsborough County
641-6

Merrimack County
796-2151

Rockingham County
679-5616

Strafford County
749-4445

Sullivan County
863-9200

Education Center
629-9494 (Office)
877-398-4769 (Toll Free)

**UNH Cooperative
Extension State Office**
862-

October 5, 2012

Ben Nelson, Chair
Sullivan County Commissioners
14 Main Street
Newport, NH 03773

Dear Mr. Nelson,

We invite you to celebrate the renewal of the Memorandum of Understanding between Sullivan County and UNH Cooperative Extension. We'll use this occasion to recognize the work we've accomplished together in New Hampshire over nearly a century, as we look forward to continued success in the years to come.

The event takes place Monday, October 22, in North Conway at the North Conway Grand, as part of the New Hampshire Association of Counties (NHAC) annual conference. The ceremony begins at 1:00 p.m. in the Mount Pierce room followed by an opportunity for photos with representatives from each county and UNH President Mark Huddleston.

We will start the ceremony promptly at 1:00 pm, with remarks from Strafford County Commissioner George Maglaras, Affiliate President, NHAC Commissioners Council. The North Conway Grand is located behind Settler's Green. Please respond by October 17 by either calling 603-862-1520 or by sending an email to: sharon.blake@unh.edu.

If you are unable to attend, please designate an alternate to serve in your absence as we will be scheduling a county photo opportunity including the MOU signatories comprised of UNH President Mark Huddleston and the Chairs of the County Delegation and County Commissioners. Press releases with photos will be distributed to the media in your area. We look forward to seeing you October 22.

Please know that your support is deeply appreciated as we work in partnership for the benefit of New Hampshire's citizens. Please don't hesitate to contact me if you have any questions or if I can be of assistance.

Sincerely,

Sue Unsworth
Chair, Sullivan County, UNH Cooperative Extension Advisory Council

cc: Seth Wilner, County Office Administrator, Sullivan County

OCT 8 '12 AM 11:44



Recycled paper

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University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.